



Terms and conditions of business

The present General Terms and Conditions of Business are an integral part of the contract for seminars and events placed with the Best Western Premier Hotel Kaiserhof by the Organiser. Terms and conditions other than the present shall be invalid. The Organiser shall submit to these Terms and Conditions and to all relevant provisions pertaining to trade and industry law, and through his signature assume the liability for observance thereof.

Guaranteed number of participants

Whatever the event the Hotel shall require notification of the number of persons participating, at the latest three working days prior to the start of the event. The guaranteed number shall be made known to the Reservations Department and shall in turn require confirmation. Said figure shall be regarded as the guaranteed minimum number of participants, and be invoiced to the Organiser in any event. Should more persons (than the number reserved) take part, the actual number of persons present shall be invoiced.

Cancellation of events

No fee shall be charged for cancellations up to 4 weeks prior to the start of the event. Should an event be cancelled up to two weeks prior to the agreed date 50% of the total services booked shall be invoiced; should the event be cancelled up to three days before or within three days of the event, 75% and 100% of the total services booked shall be invoiced respectively. A reduction of up to 10% in the number of persons participating shall be free of charge.

Rates

All rates quoted are understood inclusive of all taxes and charges, and shall apply until further notice.

Invoicing of beverages

Unless otherwise agreed, all beverages shall be invoiced in accordance with actual consumption.

Food & beverages provided by the Organiser

The Organiser shall require the explicit consent of the Hotel before providing his own food and/or beverages. A lump sum may be charged by the Hotel in this respect.

Work by technicians

Should technical work by outside firms be required for the event, the Hotel shall pass on to the Organiser any costs incurred in this respect.

Music

The Organiser undertakes to notify the Hotel in good time of details of any music to be performed at the event. The Organiser shall attend in good time to all registration requirements with regard to AKM (Austrian performing rights society) and entertainment tax. The Organiser undertakes to send to the Hotel the forms confirming the above at the latest one week prior to the event.

Decorations

The Organiser undertakes to notify the Hotel of his intention to install any decorative material or other items of decorations, and to obtain the Hotel's authorisation in this respect; any such material shall be installed or affixed by qualified staff, and all fire regulations shall be observed. The premises on which the event is to be held shall not be damaged in any way. Any costs incurred as a result of installing or dismantling decorative material shall be borne by the Organiser.

Rental of the premises

The agreed rental fees for the premises shall apply exclusively to the provision of the booked premises and the agreed furniture.

Liability

The Organiser shall be liable for any damage caused by his guests, personnel or persons commissioned by him. The Hotel may if necessary ask the Organiser to take out the appropriate insurance cover.

Notice of termination by the Hotel

The Hotel shall be entitled to terminate the contractual relationship at any time and without stating the reasons if

- the event jeopardises the smooth running of business operations
- the reputation and/or safety of the Hotel are at risk
- the agreed payments on account are not received in due time by the Hotel
- in the event of force majeure.

Under no circumstances shall the Organiser be entitled to assert claims for damages in any of these events.

Invoicing and payment

All rates are understood inclusive of taxes and charges. The invoice shall be issued on the day of the event and be payable within 14 days without discount.

Jurisdiction

The place of jurisdiction shall be Vienna.